

CHILD COUNT DATA REPORTING INSTRUCTION MANUAL

December 3, 2007



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TABLE OF CONTENTS

	PAGE
Due Date.....	1
Updates for This Year	1
Timelines	2
Who to Contact With Questions.....	2
General Reporting Instructions.....	3
Criteria for Reporting a Student.....	3
Who Should Report Child Count Data	3
Where Should a Student be Reported	4
Reporting Procedures	4
School Districts that ARE NOT Members of a Special Education Cooperative	4
School Districts that ARE Members of a Special Education Cooperative	5
Paper Filers	5
Electronic Filers	5
Electronic Reporting of Child Count Data	6
Introduction to the Special Education Data Collection Software	6
Accessing the IRIS Web Page	7
Installing the Citrix Client	8
Logging In.....	9
Getting Started	10
Main Menu.....	11
Accessing Reports.....	12
Print a Report	13
Options for Reporting Child Count Data Electronically.....	14
Edit the Preprinted List of Student Records	14
Clear Existing Preprinted List of Student Records and Enter All Data from Scratch.....	14
Import Data.....	14
Data Entry Screen	15
General Information	16
Data Elements - Definitions/Instructions	18
Unique State ID.....	18
Initials	18
Birth Date.....	18
Gender.....	18
Duplicate Override.....	19
Race/Ethnicity	19
Grade.....	20
Limited English Proficient.....	20
Setting of Service	21
Students, Ages 6-22.....	22
Students, Ages 3-5.....	23
Services Plan.....	25
Disability.....	25
Deaf-Blindness.....	26
Preschool Level of Performance	27
Submit Data	29

Child Count Data Collection

This is a collection of data on students with disabilities who have an active IEP and are receiving services on the count date.

Count Date - December 3, 2007

Due Date - December 31, 2007

This data collection is a requirement of the U.S. Department of Education,
Office of Special Education Programs.

UPDATES FOR THIS YEAR

Unique State ID: This 9-digit number is a required field. A unique state ID has been assigned to each student in the state through the OPI's Achievement in Montana system (AIM). The preprinted list of students that is provided in the Child Count data collection application (worksheet report and data entry screen) has gone through a matching process that matched data elements (district, initials, birth date, and gender) to the student records in the AIM system and preprinted the assigned State ID for those records that met the match. This field cannot be left blank. Preschool students and private school students must also be assigned a State ID. If a district has not gone through the process of having State IDs assigned to all their students, this must be completed before Child Count is submitted so those IDs can be included in the Child Count. For more information on the State ID process, please call Sara Loewen at (406) 444-3494 or Nicole Weissman at (406) 444-3495. For more information, see page 18.

Preschool Outcomes Data: A new area has been added to the application to collect data on the date that a child was referred to Part C if the IEP being reported is their Initial IEP and they are ages 3-5 and some 6 year olds. The performance levels have also been updated to reflect recent changes made to the State Performance Plan reporting requirements. See page 27 for more detailed instructions.

TIMELINES

November 26, 2007	The Web-based application opens for access to preprinted Child Count Reports (worksheets)
December 3, 2007	Count Date - the day the count is taken - data entry may begin
December 17, 2007	Deadline for submission of paper filers (those reporting entities not using the Web-based application for submission)
December 31, 2007	The Web-based application closes - all data must be entered and submitted by the end of the day

Who to Contact With Questions

The following is a list of OPI resources available to answer questions about this application:

For general questions or questions on the data to be reported, contact Anne Rainey at 406-444-4430 or e-mail to arainey@mt.gov.

For questions on accessing the Web-based application, contact the following:

- User Name and/or Password - contact OPI Help Desk at 406-444-3448
- Installing the Citrix software - contact OPI Help Desk at 406-444-3448
- Printing problems - contact Ron Nelson at 406-444-0500 or Layne Cope at 406-444-3541

Problems with the Web application - contact Anne Rainey at 406-444-4430 or e-mail to arainey@mt.gov

▪ General Reporting Instructions

Criteria for Reporting a Student

To be counted on the **IDEA Part B Child Count**, the district or agency must assure that on December 3, 2007, each student reported:

- **is enrolled** at the reporting entity (school or residential treatment facility);
- **is between the ages of 3 and 22;**
- **is identified as a student with disabilities** according to the criteria established in Administrative Rules of Montana (ARM), 10.16.3010 through 10.16.3022. (Child study team documentation must support the identification of the student as a student with disabilities.);
and
- **has a completed Individualized Education Program (IEP)** and is receiving the special education and/or related services identified on the IEP on December 3, when the count is taken;

OR

- **is a student enrolled in a private school** and has met the criteria for identification as a student with disabilities according to criteria established in ARM 10.16.3010 through 10.16.3022 and is receiving special education and/or related services from a public school in the district through a **Services Plan*** when the count is taken (see ARM 10.16.3122(3) and 34 Code of Federal Regulations [CFR] 300.452).

*When a school or district checks the "Services Plan" box on the data entry screen for a student, that student is not considered "enrolled" in the school.

Reference: 34 CFR 300.751-300.754

Who Should Report Child Count Data

Every school in every public school district must report Child Count data.

State-funded schools must report Child Count data (Montana School for the Deaf and Blind; Department of Corrections - Pine Hills and Riverside).

Residential treatment facilities that contract with the OPI to provide services to their Montana residents with disabilities must report Child Count data on those Montana residents.

NOTE: If a reporting entity (school or residential treatment facility) has no students to report, that information must still be provided by checking the "No Students" box at the bottom of the data entry screen.

Where Should a Student be Reported

Students shall be reported for Child Count purposes under the public school in which they are enrolled and, in most cases, attending (a student in private or home school is reported under the public school that is providing the special education and/or related services to the student).

"School" means school or school building where the student is enrolled and, in most cases, attending.

Private Day Treatment: If a student is placed according to the student's IEP in a private day-treatment program, then the student shall be reported under the school the student would be attending if the student were attending a school in the district.

Preschool: If a student with an IEP is in a preschool program that is not located in a school building in the district, the district may either report each student under the school the student will attend when he/she begins attending school or the district may report all preschool students under one school in the district regardless of where the students may attend when they begin attending school.

Residential Treatment Facilities/State-Funded Schools: A Montana resident who is a student in a residential treatment facility or state-funded school shall be reported by the residential treatment facility or state-funded school. **These students will not be reported by the district of residence.**

Alternative School or Program: Students who attend an alternative school or program in the district shall be reported under the school in the district in which they will be reported for MAEFAIRS enrollment count (the OPI October enrollment count).

Reporting Procedures

School Districts that ARE NOT Members of a Special Education Cooperative

Each school district that is not a member of a special education cooperative will be responsible for submitting completed Child Count data for all schools within the district.

A school district may enter and submit data to the OPI for all schools in the district or may assign each school within the district to enter and submit its own data to the district. Either way, the district must complete the submittal process (submitting to the OPI) after all data have been entered for all schools in the district. **The OPI will consider the data to be complete only after submission at the district level.**

School Districts that ARE Members of a Special Education Cooperative

The special education cooperative is responsible for ensuring all member school districts have submitted completed Child Count data.

The cooperative may enter and submit data for all member school districts, or member districts may submit their own data to the cooperative. If flags are not set, the cooperative has read rights, but cannot enter or edit the data for a member district until that district has submitted its data to the cooperative. In any event, the cooperative must complete the submission process by submitting all data for its member districts to the OPI. **The OPI will only consider the data to be complete after submission at the cooperative level.**

For a cooperative to enter data for its member districts, flags must be set in the application by the OPI. To change the flag structure or for questions, call Anne Rainey at 406-444-4430.

Paper Filers

The Deadline for Paper Filers is December 17, 2007.

Electronic filing is strongly encouraged. If a school district or special education cooperative is unable to access the Internet, please call the OPI for alternate instructions: Anne Rainey, 406-444-4430.

Electronic Filers

The Deadline for electronic submission is December 31, 2007.

For additional assistance in filing Child Count electronically, contact Anne Rainey - phone: 406-444-4430; e-mail: arainey@mt.gov.

NOTE: Because of the validation checks built into the electronic application, no additional validation is required. When you submit your data electronically (click the "SUBMIT" button), you will be certifying that the data you are submitting are accurate and unduplicated. **Prior to submittal, please print out your report(s) and review the data you have reported for accuracy.**

With electronic submittal, it is not necessary to follow-up with a hard copy to the OPI.

See instructions on pages 12-13 for accessing and printing out preprinted Child Count worksheets and the final Child Count reports.

Electronic Reporting of Child Count Data

Introduction to the Special Education Data Collection Software

If you are a first-time user of the special education data collection software, please read through these instructions carefully. Skip to page 10 if you are familiar with log in procedures. If you are familiar with the application and wish to review just one section, refer to the table of contents for page numbers.

It is necessary to have a User Name and Password to access the application. User Names and Passwords were mailed to superintendents and special education cooperative directors last summer (June 2007). The same User Name and Password are used to access a number of electronic applications through the OPI information reporting system, including the Special Education Data Collection, Annual Data Collection, MAEFAIRS, and School Discipline Data Collection. The User Names are the district/cooperative legal entity number or the school code for a school - these never change. However, the passwords (combination of random numbers and case-sensitive letters) are reassigned each year and the last two letters of the password change every two months throughout the year to reflect the first letters of the two months the password is active in. The password you will be using for this application will end with "ND" for November/December. If you have problems logging in, call the OPI Help Desk at 406-444-3448.

Hardware and Software Requirements

Basically, any Windows 98 computer capable of running a Web browser equal to Internet Explorer 6.0 with 128 bit encryption or any Windows NT, 2000 or XP, computer running Internet Explorer 6.0 with 128 bit encryption may be used.

IBM

Microprocessor	80486 or higher as required for a Web browser
Memory	8mb of Ram as required for a Web browser
Video	VGA or SVGA as required for Web browser (1)
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for Web browser
Citrix client	6.2x - Required Installation – Replaces all previous versions

Macintosh

Power PC or better	
Memory	8mb of Ram as required for a Web browser
Operating System	9.2 or greater
Video	Not applicable
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for Web browser
Citrix client	6.2x – Required Installation – Replaces all previous versions

NOTE: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment.

To check your screen resolution:

- Right-click on your desktop.
- Go to **Properties** and select **Settings**.
- Move the slider bar under “**Screen Area**” until a resolution of 800 x 600 is displayed.
- Click “**OK**.”

You will be prompted to accept the new settings in the “**Display Settings**” dialog box. The monitor will blank out and then display the new settings under the “**Monitor Settings**” dialog box. If you do not click on the “**OK**” button at this point your settings will be returned to the previous setting after 15 seconds. If the video settings appear normal, click “**OK**” and your monitor resolution will be reset.

Accessing the IRIS Web Page

NOTE: The format of these screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what you see on your computer.

If you have problems following the instructions because of different screens, call the OPI Help Desk at 406-444-3448.

To access the Special Education Data Collection application via the Internet, log onto the Office of Public Instruction's (OPI) Web page at <http://www.opi.mt.gov>.

If you experience difficulty getting to the OPI home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

At the OPI home page, click on the tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information Service (IRIS).



The next screen you see is the Citrix log in screen. There have been no new Citrix Client updates since the Exiting Data Collection in May/June 2007. If you reported Exiting data in June on your current computer, you can skip the next section - go to page 10.

Installing the Citrix Client

If you have never used a Citrix application through our IRIS site, you must install the Citrix Client before logging in.

Citrix Log In Screen

Log in

User name:
[text box]

Password:
[text box]


Domain:
STATE [dropdown arrow]

Advanced Options >>>

Log In

Welcome to the Citrix Enterprise Portal.

If you do not know your login info, please contact your agency help desk or system administrator.

 [Install Citrix Clients](#)

[How to use the Java Client without installing anything on the computer.](#)

IRIS

[IRIS Help](#)

[View Reports](#)

[Instructions](#)

Click on link to install Citrix Client.

Windows users: Click on **Install Citrix Clients** and then click on the link titled:

[Install Citrix Web Client](#) (ICA32web.msi - 5.64 MB) - *Version 10, updated 06.01.07*

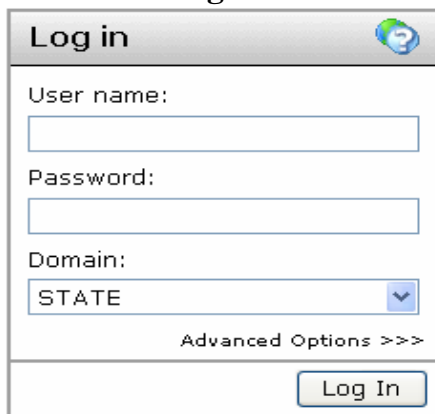
If you have problems installing the Citrix Client, call the OPI Help Desk at 406-444-3448.

After installing the Citrix Client, you will need to refresh the Web browser by exiting out of Internet Explorer and browsing back in again.

NOTE: The **Instructions** button on the right side of the Citrix Log In screen is a link to a list of Citrix applications and resources available for those applications. Under **Special Education Data Collection**, you will find a list of resources available for the Special Education Child Count Data Collection application.

Logging In

Citrix Log In Screen

The image shows the Citrix Log In screen. It has a title bar that says "Log in" with a help icon. Below the title bar are three input fields: "User name:" with a text box, "Password:" with a text box, and "Domain:" with a dropdown menu showing "STATE". Below the domain field is a link that says "Advanced Options >>>". At the bottom right is a "Log In" button.

Log in using the **User Name** and **Password** mailed by the OPI to authorized representatives in June 2007. Leave the **Domain** at the default value.

Passwords are changed periodically, so be sure you are using the current password (the password for use in November and December will end with the letters "ND"). If you encounter problems logging in, check with your superintendent or director to be sure you have the correct password (passwords are case-sensitive and must be typed exactly). If you still have problems, call the OPI Help Desk at 406-444-3448.

Citrix Enterprise Portal



This screen displays all OPI applications that you have access to based on your User Name and Password.

Click the **Special Education Data Collection** link.

NOTE: A common problem that occurs when trying to open an application results in the error message "Error: ICA file not found." If you experience this message you may have too many temporary Internet files (cookies) stored on your computer. To delete those files, go to your Internet Explorer and from the menu across the top select **Tools, Internet Options**. Select the **General** tab and in the **Temporary Internet Files** option, click **Delete Files**. Call the OPI Help Desk at 406-444-3448 if you have problems.

Getting Started

When you see this screen, you are in the Special Education Data Collection application.

The screenshot shows the 'Welcome to the Special Education Data Collection Application' window. At the top, there is a blue header with the 'OPI' logo (an apple with the letters OPI) and the text 'Office of Public Instruction' and 'Child Count and Exiting Data Collection Program'. Below the header, the text reads: 'Welcome: East Helena Elem (1e0492)', 'User Level: District level user (DISTRICT)', and 'Tip of The Day:'. A callout box points to the 'User Level' text, stating: 'Level of the User - in this case the user is logged in at the DISTRICT level.' The 'Tip of The Day' section contains the following text: 'Welcome to the Child Count Data Collection. Count Date is December 3, 2007. The application opens November 26, 2007, for reporting entities to access the prefilled report forms. Data entry should not start until December 3. Instruction Manual can be found under the INSTRUCTIONS button on the IRIS log in screen.' At the bottom, there are two buttons: 'Continue' and 'Exit Program'.

Based on your User Name and Password, the program will limit your access to just those areas of concern to you and the data you need to enter. Your user level is described on this screen. As a DISTRICT, you will have access to and be able to enter data for all schools in your district. As a SCHOOL, you will have access to and be able to enter data for your school only. As a SECOOP (cooperative), you will have access to data for all member districts and their schools. A cooperative's ability to enter data for

member districts depends on flags that are set in the application. For more information on cooperative accessibility see page 5.

Be sure to read the **Tip of The Day** for helpful hints or changes to the application. Click **Continue**.

Main Menu

The following screen provides options for selecting schools/districts based on the level of the user:

If the user is logged in as a School, the options for selecting a school or district are not available.

If the user is logged in as a School District (as in the example on the next page), the user has the option of picking any school within the district to work with.

If the user is logged in as a Cooperative, the user has the option of picking any member district and then any school within that district to work with.

Main Menu Screen

Choose your task from the buttons on the left side of the screen. The task selected will be indented and options available under that task will show in the white screen.

The **Data Entry** button is selected by default and is the option you will use for entering and submitting data.

The **Reports** button will list several reports available to the user (see page 12 for additional information on Reports).

The **Views** button is for future use.

The **Administration** button provides different options for importing or entering data. See additional instructions on page 14.

To go to the data entry screen, make sure the **Data Entry** button is selected, and then double click on **Special Education Student Child Count Data Entry Form**.

Click the **Exit** button, to exit the application.

The **Help** button provides access to several resources.

The **OPI Knowledge Database** is a collection of frequently asked questions and answers on numerous topics and is searchable. Select **Program - IRIS** and **Sub - Child Count**, then click **Search**).

Click on the link titled **Instruction Manuals and Specifications** to access a list of resources for Citrix applications (including Child Count Data Collection resources - also accessible from the log in screen).

You are encouraged to use these resources. If you are unable to find an answer to your question, call Anne Rainey at 406-444-4430.

Accessing Reports

Reports under the **Reports** button:

If the user is logged in as a school district, reports will include data for all schools within the district.

If the user is logged in as a school, reports will show data for that school only.

If the user is logged in as a cooperative, reports will include data for all schools within all member districts.

Main Menu Screen

Click the **Reports** button on the Main Menu.

A description of the option selected shows at the bottom of the screen.

Select a button then double click to select the option to the right.

Available Reports under the Reports button:

Worksheets - preprinted Child Count report that lists all students from the December 1, 2006, Child Count minus any students reported as exiting in June Exiting report. Paper filers will use this report to submit their Child Count data.

Check School Submission Status for Exiting - shows the submission status of all schools in a district or member districts in a coop (useful only at the district and coop levels, and then only if schools or member districts are submitting their own data to the district or coop).

5 years of data by Disability/Race/Gender - these reports show 5 years of Child Count data by disability, by race, and by gender. The reports provide data based on the user level. At the school level, the report will show data for that school; at the district level, the report will show data for all schools in the district; at the cooperative level, the report will show data for all member districts.

Validate Exiting Data - this report lists any validation errors that will inhibit submitting the data. (This report also shows during the submission process if there are errors.)

A report of completed Child Count data for December 3, 2007, shall be accessed from the Data Entry Screen. Click the Report icon in the lower right-hand corner of the screen. This report can be accessed at any time during the data entry process.



Print a Report

It is recommended that to print a report, the report first be saved to your C: drive by selecting the **Save As Pdf** option in the upper-left corner of the report screen. This option will save the report on your C: drive from where you can then print it. In addition, this makes the report available without having to access the application. The application automatically creates a folder on your C: drive called "OPI Reports" where all reports from all IRIS applications are saved. After saving the document, navigate to the OPI Reports folder on your C: drive, open the report and print it out. You can also print a report using the **Print** button in the upper-left corner of the screen, but be aware that occasionally, because the application does not recognize all printers, this option may not work.

Report Screen

OPI Linda McCulloch, Superintendent
Office of Public Instruction
P.O. Box 202501
Helena MT 59620-2501
<http://www.opi.mt.gov/>

DUE DATE: December 31, 2007
SE COOP: Prickly Pear Coop - 9697
DISTRICT: East Helena Elem - 0492
SCHOOL: Radley Elementary School - 1465

Student Information

UNIQUE STATE ID	INITIALS (F M L)	BIRTHDATE (m/dd/yyyy)	GENDER (MF)	DUPLICATE OVERRIDE	RACE ETHNICITY	GRADE	LEP	SETTING OF SERVICE	SERVICE PLAN	LIST OF DISABILITY CODES	Type of IEP
530864290	BDO	11/7/1997	M	<input type="checkbox"/>	05					SL	
719503340	BMM	10/8/1997	F	<input type="checkbox"/>	01					SL	
403264793	BRB	4/21/1998	F	<input type="checkbox"/>	05					CD	
298569942	CMB	10/28/1996	F	<input type="checkbox"/>	05					SL	
885425419	DWT	8/7/1996	M	<input type="checkbox"/>	05					LD	
123456789	EAL	6/7/1998	F	<input type="checkbox"/>	05	4		01		SL	
367345210	FCR	3/3/1996	M	<input type="checkbox"/>	01			01		SL	
470710600	JMH	7/3/1997	F	<input type="checkbox"/>	05			01		SL	
611116339	KCW	4/4/1997	M	<input type="checkbox"/>	05			01		SI	

Page: 1

If the report is longer than one page, use the forward and backward arrows to move from page to page.

To maximize or minimize the report on the screen for viewing, single click anywhere on the screen with your mouse.

Options for Reporting Child Count Data Electronically

School districts and cooperatives have three options for entering Child Count data:

Edit the Preprinted List of Student Records - With this option, the user goes directly to the data entry screen and edits the preprinted list of students (students reported on the prior year's Child Count [December 2006] minus any students that were reported in the June 2007 student Exiting report). The list is edited by deleting students who are no longer in special education, adding students not on the list and editing the preprinted records to create an accurate and complete report of students in the school who have an IEP (or services plan for private school students) and are receiving services on December 3, 2007.

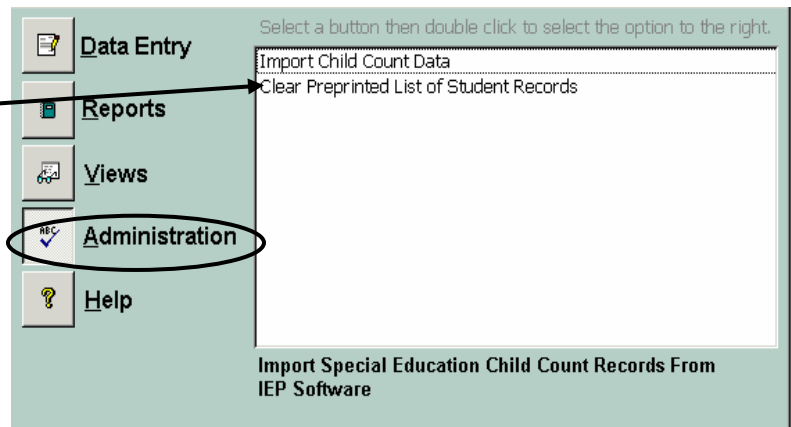
NOTE: Each student record from the preprinted list of students that is not deleted must have the grade field filled in and the setting of service field filled in (see pages 20 - 21 for further instructions about these two fields).

Clear Existing Preprinted List of Student Records and Enter All Data from Scratch - This option will clear the preprinted list of student records from the data entry screen leaving a blank screen. The user will then enter from scratch all Child Count data.

NOTE: If you are logged in as a district or a cooperative, this option will clear all data from all schools in the district or all schools in all member districts of a cooperative.

The option is found on the Main Menu under the **Administration** button. Select the **Clear Preprinted List of Student Records**.

Import Data - This option allows a pre-existing file in the district, cooperative, or school to be imported into the application. All preprinted student records on the data entry screen will be cleared during the process. The OPI import specifications must be exactly followed for the file to be imported. (The file specifications document may be found at <http://www.opi.mt.gov/Citrix/>.) The process will not allow a file to be imported that does not follow the OPI specifications exactly or that has invalid data. The process runs a validation check on the data to be imported and provides a validation report on any data not complying with validation checks. After a successful import, the student records will show in the data entry screen and a final report should be printed (see page 13 for printing instructions).



NOTE: Preschool outcomes data is not part of the import specifications. If the data being imported includes children ages 3-6, then the preschool outcomes data for those students must be entered in the data entry screen after the import has been successfully completed.

NOTE: Imported data must be submitted using the submittal process in the application after the data have been successfully imported. Imported data should be reviewed to ensure accuracy prior to submittal. **Remember that by submitting the data you are certifying the accuracy of the data.**

To import a file, go to the Main Menu and click the **Administration** button. Select the **Import Child Count Data** option, and follow the instructions. If you have questions or problems, call Anne Rainey at 444-4430 or e-mail at arainey@mt.gov.

The Data Entry Screen

This screen provides options for selecting schools/districts based on the level of the user.

If logged in as a School, the option for selecting a school or district is not available.

If logged in as a District (as in the example at right), any school within the district may be accessed.

If logged in as a Cooperative, any school within a member district may be accessed (see limitations of Coops on page 5).

Coop:	9705	Tri County Coop
District:	0705	Broadus Elem
School:	0930	Broadus School
Unique State ID	Initials	Broadus 7-8
		Broadus School

If the option to **Edit**

Preprinted Data is chosen, the screen will show a preprinted list of students compiled from the prior year's Child

Unique State ID	Initials	Birthdate	Gender	Duplicate	Race	Grade	LEP	Setting of Service	Services Plan	List of Disability Codes	Edit Preschool Level of Performance
First Middle Last F M L	Month Day Year mm/dd/yyyy	Male or Female M/F	Override								
AAA	3/3/1997	M		05						LD	Edit Levels

Count (December 2006), minus any students reported in the June 2007 Student Exiting report. Unique State ID, Grade, and Setting of Service fields must be entered for any preprinted student record that is not deleted.

If the option to **Clear All Preprinted Data and Enter All Data From Scratch** is chosen, the screen will show no student records until a record is entered.

Unique State ID	Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Duplicate Override	Race	Grade	LEP	Setting of Service	Services Plan	List of Disability Codes	Edit Preschool Level of Performance
Add new students here											

Add a new student record here. Do not add the student record to the blank row below the column headings. When the record is saved, the record will be moved to that row.

If the option to **Import Data** is chosen and data are successfully imported, the screen will show student data from the import. **Remember:** Preschool Performance Levels are not imported and must be entered after the import is completed.

Unique State ID	Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Duplicate Override	Race	Grade	LEP	Setting of Service	Services Plan	List of Disability Codes	Edit Preschool Level of Performance
999999999	AAA	3/3/1997	M		05	3		01		LD	Edit Levels
999999998	BBB	2/2/1998	M		05	1		01		SL	Edit Levels

General Information - Move around the data entry screen by using the Mouse or pressing the **Enter** or **Tab** key. Use the scroll bar on the right to move up and down the screen.

NOTE: If the data entry screen comes up looking like this (no students listed and no blank first line), the screen needs to be stretched. To do this, hover your cursor over the lower border of the screen until you see a two-sided arrow. Click and drag your mouse down to increase the size of the screen. To reposition the entire screen, place your cursor in the blue bar at the top of the screen, click and drag the entire screen.

frmSPEDDataCollectionChildCount2007andAfter : Form

OPI Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena MT 59620-2501
http://www.opi.mt.gov/

**December 01, 2007 Child Count
School Year 2007-2008**

School Year: 2007-2008

Coop: 9697 Prickly Pear Coop ☐ Coop Submitted
District: 0492 East Helena Elem ☐ District Submitted
School: 1465 Radley Elementary School ☐ School Submitted

Unique State ID	Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Duplicate Override	Race	Grade	LEP	Setting of Service	Services Plan	List of Disability Codes	Edit Preschool Level of Performance
Add new students here											

Student Count = 25 ☐ Check here if this school has no Special Education Students

DUE DATE: December 31, 2007

frmSPEDDataCollectionChildCo

Help Child Count Report 3,4,5,6 Yr-Olds Report Delete Exit

Data Entry Screen

frmSPEDDataCollectionChildCount2007andAfter : Form

OPI Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena MT 59620-2501
http://www.opi.mt.gov/

December 01, 2007 Child Count
School Year 2007-2008

School Year: 2007-2008

Coop: **9697** **Prickly Pear Coop** ☐ Coop Submitted
District: **0492** **East Helena Elem** ☐ District Submitted
School: **1465** **Radley Elementary School** ☐ School Submitted

Data that MUST be entered for any preprinted record that is not deleted: Unique Student ID, Grade, Setting of Service.

Unique State ID	Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Duplicate Override	Race	Grade	LEP	Setting of Service	Services Plan	List of Disability Codes	Edit Preschool Level of Performance
367345210	FCR	3/13/1996	M	<input type="checkbox"/>	01		<input type="checkbox"/>	01	<input type="checkbox"/>	SL	Edit Levels
470710600	JMH	7/3/1997	F	<input type="checkbox"/>	05		<input type="checkbox"/>	01	<input type="checkbox"/>	SL	Edit Levels
611116339	KCW	4/14/1997	M	<input type="checkbox"/>	05		<input type="checkbox"/>	01	<input type="checkbox"/>	SL	Edit Levels
977307928	KGK	3/25/1996	M	<input type="checkbox"/>	05		<input type="checkbox"/>	01	<input type="checkbox"/>	SL,LD	Edit Levels
747891342	KLG	8/1/1997	M	<input type="checkbox"/>	05		<input type="checkbox"/>	01	<input type="checkbox"/>	LD	Edit Levels

Add new students here

Student Count = 25
DUE DATE: December 31, 2007

☐ Check here if this school has no Special Education Students

Help **Child Count Report** **3,4,5,6 YrOlds Report** **Delete** **Exit**

Add a new student by entering data here.

If a school has no students to report, click the check box here.

The **Help** button accesses help options (see page 11 for more information).

The **Report** buttons provide a list of all students who are on the data entry screen - these reports are available at any time during the data entry process (see page 12 for more information on accessing and printing Reports).

The **Delete** button will delete a student record - place your cursor anywhere in the record to be deleted and click the **Delete** button.

The **Exit** button will take the user back to the Main Menu.

Data that MUST be entered for all preprinted student records that are not deleted are: Unique Student ID, Grade, and Setting of Service. In addition, all preprinted data elements should be checked for accuracy and edited if necessary.

Data Elements - Definitions/Instructions

Unique State ID
999999999

Unique State ID - This is a 9-digit number that has been assigned to every student in every school in the state through the OPI's Achievement in Montana (AIM) project. The preprinted list of students that is provided in the Worksheet report and the data entry screen will be filled, as much as possible, with the AIM Unique State ID. (A match was performed between AIM data and Child Count data from last year using initials, birth date, gender and race). For any preprinted student records that are not deleted and that do not have the State ID preprinted, the user must enter that State ID.

Check with the district's administration for access to the State ID for these students.

Validation Check: This field cannot be left blank. The number must contain 9 digits.

Initials
First Middle Last F M L
AAA

Initials - Three initials must be entered for each student (first, middle and last). If in doubt, ask the student. If the student does not have a middle name/initial or the middle initial is unknown, use "X" for the middle initial. Initials may be entered either in upper or lower case.

Validation Check: This field cannot be left blank. The initials must contain three letters. A duplicate student (same initials, birth date, gender and race) at the same school will not be allowed unless the Duplicate Override box is checked (see Duplicate Override below).

Birthdate
Month Day Year mm/dd/yyyy
3/3/1997

Birth Date - Use the format of mm/dd/yyyy. For Child Count purposes, age will be calculated on December 3, 2007. Please double-check this date to ensure accuracy.

Validation Check: This field cannot be left blank. The birth date must calculate to show a student of at least 3 years of age, and not older than 22 years of age, on the Child Count date of December 3, 2007.

Gender
Male or Female M/F
M
F Female M Male

Gender

M – Male
F – Female

Validation Check: This field cannot be left blank.

Duplicate Override

☐

Duplicate Override - Check this box only when there is more than one student reported under the same school with the same initials, birth date, gender and race. Twins of the same gender may fit these criteria. Check the box only once for the additional duplicate record (this will ensure a unique record for each student).

Validation Check: A student cannot be entered into the application for a school if the student has the same initials, birth date, gender and race, as a student previously reported for that school, unless the Duplicate Override box is checked for the second student.

Race

05

Race/Ethnicity - Use one of the following codes to indicate the race/ethnicity of each student (see definitions below). If race/ethnicity is unknown, enter the code that most closely appears to be correct.

01	American Indian/Alaskan Native
02	Asian
03	Hispanic or Latino
04	Black or African American
05	White, Non-Hispanic
06	Native Hawaiian or Pacific Islander

Validation Check: This field cannot be left blank. Only one race/ethnicity code may be entered for each student.

Race/Ethnicity Codes

01	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
02	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
03	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
04	Black (not Hispanic)	A person having origins in any of the Black racial groups of Africa.
05	White (not Hispanic)	A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
06	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Grade

3

Grade - This field will show as blank in the preprinted list. The data must be updated each year for each student reported. Enter the student's current grade by number or letter as follows:

PK	Pre-Kindergarten
K	Kindergarten
P1	Transition 1st
1	1st Grade
2	2nd Grade
3	3rd Grade
4	4th Grade
5	5th Grade
6	6th Grade
7	7th Grade
8	8th Grade
9	9th Grade
10	10th Grade
11	11th Grade
12	12th Grade

pre-kindergarten (3 and 4-year-old students) = "PK"

kindergarten = "K"

pre-first grade = "P1"

first grade = "1"

...

freshman = "9"

...

Validation Check: This field cannot be left blank.

If a student is in an ungraded program, enter the grade most closely matching the student's chronological age.

NOTE: If editing the preprinted data, remember that a student who has moved from one school to another within the school district, such as moving from elementary (5th grade) to middle school (6th grade), or from middle school (8th grade) to high school (9th grade), must be removed from the school he/she was reported under in the prior year and re-entered under the school the student is currently attending.

LEP

☐

Limited English Proficient - If the student is limited English proficient (LEP), this box must be checked. See definition for LEP below.

An individual

A. who is aged 3 through 22;

B. who is enrolled or preparing to enroll in an elementary or secondary school;

- C. (i) Who was not born in the United States or whose native language is a language other than English;
- (ii) (I) Who is an American Indian or Alaskan Native, or a native of the outlying areas; and
- (II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- (iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

- D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
- (i) the ability to meet the State's proficient level of achievement on State assessments described in section 111(b)(3);
 - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
 - (iii) the opportunity to participate fully in our society.



Setting of Service - This field will show as blank in the preprinted list and must be entered for any student not deleted from the preprinted list. *Codes for students ages 6-21 have changed slightly from last year. Codes for students ages 3-5 have changed substantially from last year.* These data represent the setting in which the student with disabilities has been placed for educational services. All students will have a setting of service that falls within one of the categories listed on the

following pages for students ages 6-22, and students ages 3-5.

Based on the age of the student, the pull-down menu for setting of service will show only those setting codes the student may be reported with (ages 6-22 or ages 3-5).

01	Regular Class
02	Part-time Special Education
03	Full-time Special Education
21	Separate Day School (public/private)
22	Residential Facility (public/private)
08	Homebound/Hospitals
09	Correctional Facilities
10	Private Schools
23	Early Childhood Setting At Least 80%
24	Early Childhood Setting From 40% to 79%
25	Early Childhood Setting Less Than 40%
26	Separate School
16	Separate Day School
15	Residential Facility
13	Home
27	Service Provider Location

Validation Check: This field cannot be left blank. Only one setting code can be entered for each student.

A setting of service code will not be accepted if it does not conform to the age of the student on the Child Count date of December 3, 2007. Students ages 3-5 must use setting of service codes shown on pages 23-24. Students ages 6-22 must use setting of service codes shown on pages 22-23

Setting of Service Codes to be used for Child Count Taken December 3, 2007

Students, Ages 6-22

Calculate Percentage of Time Inside the Regular Classroom for students ages 6-22: divide the number of hours the student spends inside the regular classroom by the total number of hours in the school day (including lunch, recess, and study periods). The result is multiplied by 100 to find the percentage. Time spent outside the regular classroom receiving services unrelated to the student's disability (e.g., time receiving LEP services) should be considered time inside the regular classroom.

Code	Name	Short Description	Full Description
01	Regular Class	Inside the regular class 80% or more of the day	Students who spend 80% or more of the school day inside the regular classroom (outside the regular classroom less than 21% of the day). Examples: regular class with special education/related services provided within regular classes; regular class with special education/related services provided outside regular classes; or regular class with special education services provided in resource room.
02	Part-time Special Education	Inside the regular class between 40% and 79% of the day	Students who spend no more than 79% and no less than 40% of the school day inside the regular classroom (outside the regular classroom for at least 21% but no more than 60% of the day). Examples: resource room with special education/related services provided within the resource room; or resource room with part-time instruction in a regular class. <u>Do not include students who are reported as receiving education programs in public or private separate day schools or residential facilities.</u>
03	Full-time Special Education	Inside the regular class less than 40% of the day	Students who spend less than 40% of the school day inside the regular classroom (outside the regular classroom for more than 60% of the day). Examples: self-contained special classroom with part-time instruction in a regular class; or self-contained special classroom with full-time special education instruction on a regular school campus. <u>Do not include students who are reported as receiving education programs in public or private separate day schools or residential facilities.</u>
21	Separate Day School (public/private)	Separate day school	Students who receive education programs in public or private separate day school facilities. This includes students with disabilities receiving special education and related services, at public expense, for greater than 50% of the school day in public or private separate day schools. Examples: public and private day schools; public and private day schools for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day; or public and private residential facilities <u>if the student does not live at the facility.</u>
22	Residential Facility (public/private)	Residential Facility	Students who receive education programs and live in public or private residential facilities during the school week. This includes students with disabilities receiving special education and related services, at public expense, for greater than 50% of the school day in public or private residential facilities. Examples: public and private residential schools for students with disabilities (Montana School for the Deaf and Blind); or public and private residential schools for students with disabilities for greater than 50% of the day and separate day schools or regular school buildings for the remainder of the school day. <u>Do not include students who do not live at the facility.</u>

Code	Name	Short Description	Full Description
08	Homebound/Hospitals	Homebound/Hospital	Students who receive education programs in homebound/hospital environments, including students with disabilities placed in and receiving special education and related services in hospital programs or homebound programs. <u>Do not include students with disabilities whose parents have opted to home-school them and who receive special education at public expense.</u>
09	Correctional Facilities	Correctional Facility	Students who receive special education in correctional facilities. This is intended to be a count of all students receiving special education in short-term detention facilities (community-based or residential), or correctional facilities.
10	Private Schools (parentally placed)	Parentally placed in private schools	Students who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a services plan. Include students whose parents chose to home-school them, but who receive special education and related services at the public expense. <u>Do not include students who are placed in private schools by a public school district.</u>

Students, Ages 3-5

Definition for Regular Early Childhood Program (used with codes 23, 24, and 25): A program that includes at least 50 percent non-disabled children (attendance need NOT be funded by IDEA, Part B funds). **Examples:** Head Start, kindergarten, reverse mainstream classrooms (children receive special education in programs designed primarily for children with disabilities but include 50% or more children without disabilities), private preschools, preschool classes offered to a pre-kindergarten population by the public school system, and group child care.

Calculate Percentage of Time in Regular Early Childhood Program (used with codes 23, 24, and 25): The numerator for this calculation is the amount of time per week the child spends in a regular early childhood program. The denominator is the amount of time per week the child spends in a regular early childhood program PLUS any time the child spends receiving special education and related services outside of the regular early childhood program. The result is multiplied by 100. **Examples:** child attends regular early childhood program 6 hours a week and receives special education services in a separate special education program for an additional 4 hours a week (6 hours [in early childhood program] ÷ 10 hours [total in early childhood plus special ed programs] = .60 X 100 = 60% - report under code 24); child attends a regular early childhood program 6 hours a week and receives 1 hour of special education services at a service provider location and an additional half hour of services at home (6 hours [in early childhood program] ÷ 7.5 hours [total in early childhood and the two special education settings] = .8 x 100 = 80% - report under code 23); child attends a regular early childhood program for 6 hours a week and is pulled out of that environment for 2 hours each week to receive speech instruction (4 hours [in early childhood program without special education instruction] ÷ 6 hours [total in early childhood program including special education instruction] = .67 x 100 = 67%; report under code 24).

Definition for Special Education Program (used with codes 26, 16, 15): A program that includes less than 50 percent non-disabled children. Special education programs include, but are not limited to, special education and related services provided in special education classrooms, including regular school buildings, trailers or portables outside regular school buildings, child care facilities, hospital facilities on an outpatient basis, and other community-based settings.

Code	Name	Short Description	Full Description
23	Regular Early Childhood Setting (at least 80% of the time)	Regular Early Childhood program at Least 80% of the time	Children who attend an early childhood program and are in that program for at least 80% of the time. (See definition of early childhood program and instructions for calculating time in regular early childhood programs, above.)
24	Regular Early Childhood Setting (from 40% to 79% of the time)	Regular Early Childhood program from 40% to 79% of the time	Children who attend an early childhood program are in that program for no more than 79%, but no less than 40% of the time. (See definition of early childhood program and instructions for calculating time in regular early childhood programs, above.)
25	Regular Early Childhood Regular Setting (less than 40% of the time)	Regular Early Childhood program less than 40% of the time	Children who attend an early childhood program and are in that program less than 40% of the time. (See definition of early childhood program and instructions for calculating time in regular early childhood programs, above.)
26	Separate Class (Special Education Program)	Special education program in a class with less than 50% non-disabled children	Children who attend a special education program in a class with less than 50% non-disabled children. <u>Do not include children who also attend a regular early childhood program - these children should be reported under code 23, 24, or 25, above.</u>
16	Separate Day School (Special Education Program)	Public or private day schools designed for children with disabilities	Children who receive education programs in public or private day schools designed specifically for children with disabilities. <u>Do not include children who also attend a regular early childhood program - these children should be reported under code 23, 24, or 25, above.</u>
15	Residential Facility (Special Education Program)	Publicly or privately operated residential schools	Children who receive education programs in publicly or privately operated residential schools or residential medical facilities <u>on an inpatient basis. Do not include children who also attend a regular early childhood program - these children should be reported under code 23, 24, or 25, above.</u>
13	Home	Services provided in the child's principal residence	Children who receive all their special education and related services in the principal residence of the child's family or caregivers, and do not attend an early childhood program or a special education program provided in a separate class, separate day school, or residential facility. <u>Include children who receive special education both at home and in a service provider location.</u>
27	Service Provider Location	All services received at a service provider location	Children who receive all their special education and related services from a service provider and do not attend an early childhood program or a special education program provided in a separate class, separate day school, or residential facility. Example: speech instruction provided in a private clinician's office, a clinician's office located in a school building or hospital facility on an outpatient basis, libraries or other public location.



Services Plan - Private Schools/Home Schools If the special education and related services being provided by the school are the result of a Services Plan that has been developed for a student who is enrolled in a parochial/religious or other private school or home school, by his or her parents, then all required data for the student must be provided and this column checked.

Validation Check: Private/home school student records must include all the data required of a student enrolled in the public school.

NOTE: **Child Count of Parentally Enrolled IDEA-Eligible Students Attending Elementary and Secondary Private Schools Within the School District's Boundaries** - In accordance with IDEA 2004, every public school district must conduct a child count of all IDEA-eligible students who are parentally enrolled in private schools within the public school district's boundaries. This count must include all IDEA-eligible students whether or not they are receiving special education services through a Services Plan. The child count for these students must be conducted on December 1, 2005. A copy of this count must be maintained by the public school, or the special education cooperative on behalf of its member school districts. A copy of this private school child count report will be required to be submitted when applications are made for IDEA Part B funds in spring of 2006. The Private School Child Count Form is the basis for calculating the proportionate share of Part B funds for the 2006-2007 school year. For questions regarding this child count or questions related to the completion of the form, please call Marilyn Pearson at 406-444-4428.

Disability - When the user tabs to the disability code field, a disability codes screen pops up (the disability codes screen may also be opened by double clicking on the disability field). Enter the two-letter code for each of a student's identified disabilities according to the student's Child Study Team (CST) report.

A screenshot of a software window titled "frmStudentDisabilities : Form". The window has a blue header bar with the text "Enter Disability Codes of Current Student". Below the header, there is a field for "Initials:" with the value "CWW". Below that is a "Disability Code:" field with a dropdown menu showing "SL". A list of disability codes is displayed below the dropdown menu, including "ED Emotional Disturbance", "HI Hearing Impairment", "LD Learning Disability", "OH Other Health Imp", "OI Orthopedic Impairment", "SL Speech/Lang Imp", "TB Traumatic Brain Injury", and "VI Visual Impairment". The "SL" code is highlighted. At the bottom of the window, there are buttons for "Delete" and "Close".

Enter additional codes by using the **enter** or **tab** key to move to the next line (or click with the mouse). Exit the screen by clicking the **Close** button or by pressing the **Alt/C** keys.

NOTE: Two years ago, the criteria for Developmental Delay (DD) was implemented into Administrative Rule and school districts began identifying and reporting children ages 3-5 as having developmental delay. There are still children ages 3-5 who are reported under the category of "Child with a Disability" (CW) and will continue until they age out at 6 years old. All students ages 3-5 who have been identified since October 28, 2005, (the effective date of the Administrative Rule that changed the CW disability criteria to DD) must be reported under DD. Below is the language of the Administrative Rule for DD.

10.16.3010 CRITERIA FOR IDENTIFICATION OF A CHILD AGED THREE THROUGH FIVE HAVING A DEVELOPMENTAL DELAY (1) A student may be identified as having a developmental delay if the student is:

- (a) three, four, or five years old; and
- (b) functions at developmental level two or more standard deviations below the norm in any one area of development or 1.5 standard deviations below the norm in two or more of the following areas:
 - (i) cognitive development;
 - (ii) physical development;
 - (iii) communication development;
 - (iv) social and emotional development; or
 - (v) adaptive functioning skills.

Validation Check: This field cannot be left blank. A disability code of CW (Child with Disabilities) or DD (Developmental Delay) will not be accepted for a student who is 6 years or older on the date of Child Count (December 3, 2007).

DISABILITY CATEGORIES:

AU	Autism	HI	Hearing Impairment
CD	Cognitive Delay	LD	Learning Disability
CW	Child With Disabilities	OH	Other Health Impairment
DB	Deaf-Blindness	OI	Orthopedic Impairment
DD	Developmental Delay	SL	Speech/Language Impairment
DE	Deafness	TB	Traumatic Brain Injury
ED	Emotional Disturbance	VI	Visual Impairment

Deaf-Blindness: On-site visits to school districts have given us reason to believe that there are students who could be reported on the Child Count under the definition of deaf-blindness, but who are not so identified. If a student is identified as having deaf-blindness, additional services could be provided under Part D of IDEA '97 through the Office of Public Instruction.

The term "children with deaf-blindness" means children and youth having auditory and visual impairments, the combination of which creates such severe communication and other developmental and learning needs that their educational needs cannot be appropriately addressed without special education and related services beyond those that would be provided for children with hearing impairments alone, visual impairments alone, or other severe disabilities.

If you would be interested in more information, please call Gail McGregor at the Rural Institute (406) 243-2348.

Preschool Level of Performance - This is new this year and refers only to those students ages 3-5 and some 6 year olds. When editing the preprinted list of students, if the student is 3-6 years of age on the count date of December 3, 2007, then the Preschool Level of Performance screen will pop up. *Data for filling out this screen is found on the student's IEP report (page 4) titled "Outcome Measures for 3, 4, 5, and 6-Year-Old Children."* That page of the IEP should be completed for an Initial or Annual IEP meeting that took place in which the student was age 3, 4, or 5, (6-year-olds if the meeting was an Annual IEP meeting.)

Edit Preschool Level
of Performance

Edit Levels

frmStudentPreSchoolPerformanceArea : Form

Outcome Measures for 3, 4, 5, and 6 Year Old Children

The information used to complete this screen can be found on the page of the IEP titled: Outcome Measures for 3,4,5, and 6 year old children. Select the type of IEP (initial or annual), then select the present level of performance for each of the three performance areas. You will not have to consider IEPs developed prior to March 1, 2006. In addition, you will not have to address the indicators for children whose Initial IEP happened after their sixth birthday. If you have questions about preschool performance indicators, call Dan McCarthy at 444-4425 or e-mail danmcc@mt.gov.

Student Initials	Birthdate	Gender	Race	Duplicate Flag
EMR	9/16/2003	F	White, Non-Hispanic	<input type="checkbox"/>

Type of IEP:

Performances	Child's Present Level of Performance
POSITIVE SOCIAL-EMOTIONAL SKILLS INCLUDING SOCIAL RELATIONSHIPS	<input type="text"/>
ACQUISITION AND USE OF KNOWLEDGE AND SKILLS, INCLUDING EARLY LANGUAGE/ COMMUNICATION AND EARLY LITERACY	<input type="text"/>
USE OF APPROPRIATE BEHAVIORS TO MEET INDIVIDUAL NEEDS	<input type="text"/>

Close Delete

If a student's IEP does not have this data, simply click the **Close** button.

Preschool Level of Performance - Data Elements

Type of IEP:

Annual
Initial

Type of IEP - Choose the type of IEP that the information is being taken from.

Annual - Annual IEP meeting (reported for students between 3 and 6 years of age)

Initial - Initial IEP meeting (reported for students between 3 and 5 years of age)

Type of IEP:

Annual IEP - Choose the appropriate level of performance from the pull-down menu.

Child's Present Level of Performance

<input type="text"/>	
Maintained	Maintained a level comparable to same-aged peers
Reached Level	Reached or maintained a level of comparable to same aged peers
Improved	Improved but not to a level comparable to same aged peers
Improved to Lev	Improved to a level nearer to same-aged peers, but did not reach
Not Improved	Did not improve
Not Improved to	Improved, but not sufficient to move nearer to a level comparable

Maintained - Maintained a level comparable to same-aged peers

Reached Level - Reached or maintained a level comparable to same-aged peers

Improved - Improved but not to a level comparable to same aged-peers

Improved to Level – Improved to a level nearer to same-aged peers, but did not reach

Not Improved - Did not improve

Not Improved to Level – Improved, but not sufficient to move nearer to a level comparable

Type of IEP:

Initial IEP: Choose the appropriate level of performance from the pull-down menu.

Child's Present Level of Performance

<input type="text"/>	
Comparable	Is Comparable to same age peers
Not Comparable	Is NOT Comparable to same aged peers

Comparable - Is Comparable to same-aged peers.

Not Comparable - Is NOT Comparable to same-aged peers.

Type of IEP: Date Referred by Part C:

Initial IEP: Enter the date the student was referred by Part C if appropriate.

Validation Check: If the type of IEP (Initial or Annual) is entered, then Levels of Performance must be completed.

Submit Data

Schools – Submittal process will submit data to the district.

School Districts that are Members of a Cooperative – Submittal process will submit data to the cooperative.

School Districts that are NOT Members of the Cooperative – Submittal process will submit data to the OPI*.

Special Education Cooperatives - Submittal process will submit data to the OPI *.

Residential Treatment Facilities – Submittal process will submit data to the OPI *.

* **The OPI considers as complete any data that are submitted to the OPI. This means that when a school submits data or when a district that is a member of a cooperative submits data, it is not considered complete by the OPI because the data must still be submitted by the next level to the OPI.**

To submit Child Count data, return to the Main Menu and double click on the second menu option under the Data Entry button, **Submit Child Count Data**.

The screenshot shows a software interface for data entry. At the top, it displays 'School Year: 2007-2008'. Below this, there are fields for 'Coop: 9697 Prickly Pear Coop', 'District: 0492 East Helena Elem', and 'School: 1465 Radley Elementary School'. On the left side, there is a vertical menu with icons and labels: 'Data Entry', 'Reports', 'Views', 'Administration', and 'Help'. To the right of this menu, a list of options is displayed, with 'Submit Child Count Data' highlighted. An arrow points from the text 'Submit Child Count Data' in the paragraph above to this highlighted option. At the bottom of the interface, it says 'Submit Special Education Child Count Data.'

NOTE: *By submitting the data, you are certifying that the data are unduplicated and accurate.* A message will pop up during the submittal process that you must answer YES to in order to continue. No further verification will be required when submitting data electronically.

Please print out and review the data prior to submittal.

A report may be printed from the data entry screen (see instructions on page 13).

Office of Public Instruction

Special Education Child Count Data Collection
Submit Data

Submitting entire school data to your district.

PLEASE NOTE: If you are logged in as a school district, be sure all data are entered for all schools in the district prior to submittal. At both the school level and the district level, once the submittal process has been performed, the data may still be viewed, but rights to edit the data will no longer be available.

Submit

[Help](#) [Exit](#)

If you do not see the Submit button in the screen, try making the screen larger by hovering your mouse over the lower border of the screen until you see a two-sided arrow, click your mouse and drag the edge down.

Click the **Submit** button to submit all data. Review your data for accuracy prior to submittal.

REMEMBER: Once data are submitted, the reporting agency can continue to view the data, but no longer has rights to enter/edit the data.

Click the **Exit** button to return to the Main Menu.

If there are missing data or wrong data that have been entered, a validation

report will be generated that will list the errors in the data. The errors must be corrected before the data can be

successfully submitted. See information on Reports for instructions on how to print, and close the report (pages 12-13).

NOTE: If you are a school district, selecting the "Submit" button will submit ALL schools in your district. If you are a cooperative, selecting the "Submit" button will submit ALL member districts and their schools. Make sure all data are accurate prior to submittal.

Thank you for participating in the OPI's electronic Special Education Child Count Data Collection.

We would like to hear from you. Please e-mail any comments/suggestions to Anne Rainey at arainey@mt.gov.